

M e m o r a n d u m

Date: July 15, 2010

To: Telecommunications Section

Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Saint John's Mountain remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Saint John's Mountain remote site was completed by the Property Inspector (PI) on June 16, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Saint John's Mountain remote site had a total property inventory population of seven items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Saint John's Mountain remote site, four of the seven items reconciled. Three items were not located. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment to the property records, three items were inspected. One of the three items located at the Saint John's Mountain remote site was listed on the departmental property inventory as being at the Department of General Services Warehouse in Sacramento.

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Two of the three items were property tagged but not added to the departmental Oracle database as being at the remote site for equipment tracking and accountability purposes. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by October 19, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff
Information Management Division
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Saint John's Mountain Remote Site - RS2413**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Base Station - rack type	R59310	X					Item not located on-site.
Cavity Resonator	R73019	X					Item not located on-site.
Cavity Resonator	R73020	X					Item not located on-site.
Base Station	R338985		X				Item located on-site. Database lists item at DGS/0321 radio shop.
Cavity Resonator	R340429		X				Item located in Area radio room. Asset number not in the Oracle database, request OPI to add.
Cavity Resonator	R340386		X				Item located in Area radio room. Asset number not in the Oracle database, request OPI to add.

ATTACHMENT B

This section is blank.

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Saint John's Mountain Remote Site - RS2413

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	SITE CODE	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	F1202	Propane Tank		147244	2413	X					
2	F2346	Generator		5120-6483-Z9F	2413	X					
3	R23073	Battery Charger			2413	X					
4	R52185	Base Station - rack type		301CPG0024	2413	X					
5	R59310	Base Station - rack type		1454181	2413		X				Item not located on-site.
6	R73019	Cavity Resonator		4398	2413		X				Item not located on-site.
7	R73020	Cavity Resonator		4397	2413		X				Item not located on-site.
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)											
1	R338985	Base Station						X			Item located on-site. Database lists item at DGS/0321 radio shop.
2	R340429	Cavity Resonator						X			Item located in Area radio room. Asset number not in the Oracle database, request OPI to add.
3	R340386	Cavity Resonator						X			Item located in Area radio room. Asset number not in the Oracle database, request OPI to add.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

Item Number**Look up by**☒ **Tag #** ☐ **Serial #****Asset Information**

R-340429

not in oracle
SYSTEM.

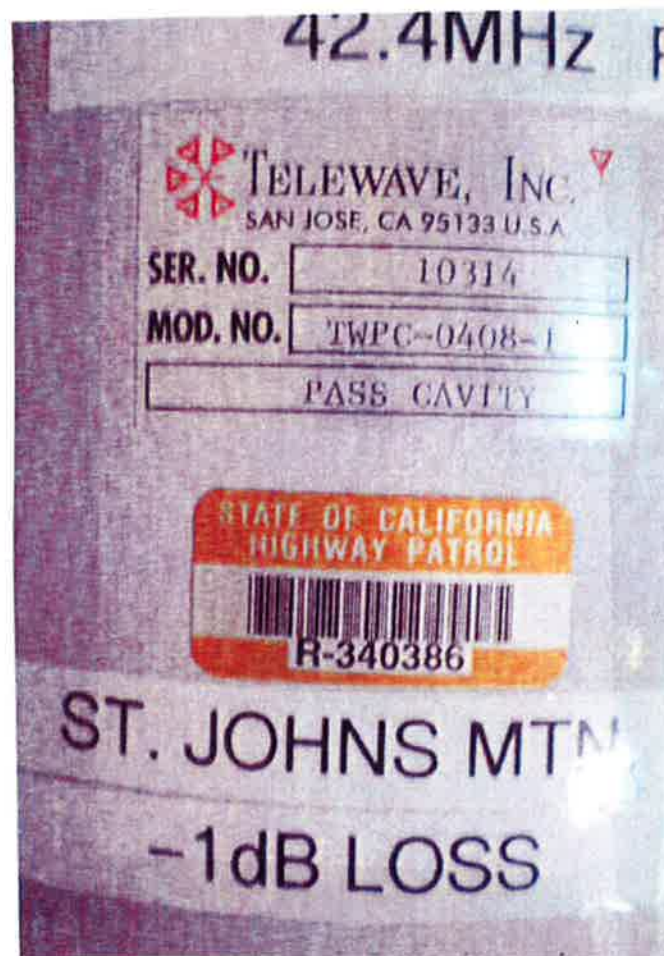
Item Number

Look up by

☒ Tag # ☐ Serial #

Asset Information

R-340386

NOT in Oracle
System.

Item Number

Look up by

☒ Tag # ☐ Serial #

Asset Information

Asset # R338985

SN 2555134

Model # VHF LOW BAND, 71-BS105

Description BASE STATION

Vendor Name COMTRONIX OF HEMET

Warranty End 05-DEC-2014

Asset Key BASE STATION.VHF LOW BAND, 71-BS105.NONE

Location DGS.D.0321.0

Vehicle #

Assigned to Vehicle LC#

